



Public Health
Prevent. Promote. Protect.

Frederick County Health Department

Frederick County Health Department - Environmental Health Services
Food Control Office – Plan Review Submission Form

350 Monetvue Lane, Frederick, MD 21702

301-600-2542 · Fax 301-600-3180

<http://www.frederickcountymd.gov>

Project Information

Project Name:

Project Address:

Project Description:

- ☐ New Construction
☐ Remodel
☐ Equipment Changes
☐ HACCP Update
☐ Transfer Ownership Only

Facility Type:

- ☐ Restaurant ☐ Retail Market
☐ Carry-Out Only ☐ Tasting Room
☐ Bakery Only ☐ Medical Facility
☐ Mobile Unit
☐ Caterer ☐ Delivery ☐ Full-Service

Check All That Apply:

- ☐ Liquor License Onsite
☐ Full ☐ Beer/Wine Only
☐ Outdoor Dining Onsite
☐ Doggy Dining Offered
☐ Retail Sales ☐ Wholesale

Scope of Project:

Will 2 or more facilities be built from this plan in MD? ☐ Yes ☐ No

If yes, submit plans to DHMH Facility & Process Review. 410-767-8400. <http://ideha.dhmfh.maryland.gov>

Site Information

Water Supply: ☐ Public ☐ Private

Sewage Disposal System: ☐ Public ☐ Private

Contact Information

Name:

Company:

Address:

Position:

- ☐ Owner
☐ Architect
☐ Contractor
☐ Expediter
☐ HACCP Coordinator

Phone:

Email:

The Following Must Be Provided, If Applicable. Incomplete Submittals Will Delay Your Review.

- ☐ 1 set drawings (full set), site and facility layout
☐ Plumbing diagram
☐ Finish schedule
☐ Equipment schedule
☐ Equipment specification sheets (numbered to correspond to list/plan)
☐ Electrical plan
☐ Reflected ceiling plan
☐ Exhaust hood drawings/calculations

- ☐ Mechanical plan (air balance)
☐ Roof plan/venting
☐ Elevation drawings
☐ Menu
☐ HACCP Plan (\$75.00 Review Fee)
☐ List of products, recipes, test/lab results, sample labels
☐ Product flow (Processing)
☐ Standard Operating Procedures (SOPs)

Payment (Submit with Application) Plan Review Fee: \$100.00. Make check or money order payable to Frederick County Health Department. VISA, MasterCard, and Cash payments accepted **in office only**.

Applicant Signature:

Date: